

**DPS****Montgomery County
Department of Permitting Services**

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**SLDA ePlans Submittal Requirements**

The following plans should be uploaded into the Drawings folder:

- Simplified plan clearly showing the property area. Do not show proposed sediment controls on the simplified plan.
- The plan sheet must be uploaded as a single file PDF using the correct file name convention into the Drawings folder.

The following documents should be uploaded into the Documents folder:

- A cover letter explaining the nature of the project.
- If SLDA application is in response to a Notice of Violation (NOV), a copy of the NOV must be uploaded.
- Proof of Ownership – SDAT or HUD1 settlement document

File Name Convention for Sediment Control Plan Sheets:

Sheet/Drawing Type	Sheet/Drawing Reference Number	Acceptable ePlans File Name	Number of Characters
Engineered SC	0001-999	SC0001	6
Engineered SC for Single Family Lot	0001-999	SCSF0001	8
Small Land Disturbance Activity	0001-999	SLDA0001	8
Engineered SC Revision	0001-999	SCR0001	7
As-Built	0001-999	SCAB0001	8
Owner Transfer Agreement	0001-999	SCOT0001	8
Permit Transfer	0001-999	SCPT0001	8
Forest Harvest	0001-999	SCFH0001	8

“001 denotes the first page in a set of drawings, the file name for the second page would end in 002 and so on.